

FPMR 101-34
April 1967

EMERGENCY SUPPLY SUPPORT OPERATIONS



A GSA HANDBOOK

GENERAL SERVICES ADMINISTRATION
WASHINGTON, D. C.

INTRODUCTION

This handbook is authorized by and implements the provisions of Part 101-34 of the Federal Property Management Regulations (FPMR) and the Code of Emergency Federal Regulations (CEFR). It is assumed that provisions in the CEFR will be directed to be placed into effect during a national defense emergency to carry out the Office of Emergency Planning National Plan for Emergency Preparedness.

The handbook provides guidelines for use by Federal agencies during mobilization emergencies in obtaining personal property and nonpersonal services from or through the facilities of the Federal Supply Service, GSA. It does not cover FSS procedures and contacts for use during natural disaster emergencies since this type of guidance is provided to agency field activities by GSA/FSS regional offices.

This unclassified handbook is divided into two chapters. Chapter 1 describes those FSS procedures to be followed during preattack mobilization emergencies, while Chapter 2 covers procedures to be followed during post-attack emergencies.

Although Defense Readiness Conditions (DEFCONS) are used as a guide in the timing of certain actions and procedures, it is recognized that the bypassing of DEFCON designations will require emergency instructions on the part of both GSA and its customer agencies. Liaison contacts are provided for in Chapter 1, paragraph 5 to expedite such instructions.

Copies of the handbook should be distributed to mobilization planning and selected supply officials at agency headquarters and field activities. Copies should also be prepositioned at all agency relocation sites for use during the postattack period. Consolidated agency requirements should be submitted in writing to:

General Services Administration Region 3
Office of Administration
Administrative Services Division - 3BRD
Washington, D.C. 20407

Distribution of changes to the handbook will be based on the pattern established as a result of agency requests.

Emergency Supply Support Operations

TABLE OF CONTENTS

CHAPTER 1. PREATTACK EMERGENCY OPERATIONS

<u>Par. No.</u>	<u>Page No.</u>
1. General	1
2. Definitions	1
3. FEDSTRIP/MILSTRIP Priority Orders	2
4. Prepositioned Stocks	2
5. Liaison Contacts	3
6. Agency Supply Requirements	5
7. Transportation	5
8. Waiver of Mandatory GSA Regulations	5

Figure 1-4. Administrative Type Supply Items 6-10

CHAPTER 2. FSS SUPPLY SUPPORT UNDER RELOCATION SITE OPERATIONS

1. General	1
2. FSS Emergency Planning	1
3. Communications	1
4. Identification of Requirements	2
5. Agency Procurement	2
6. Damage Assessment	3
7. Transportation and Delivery	3
8. Stock Availability	4
9. How to Transmit Orders	4
10. Priority Orders	5
11. Preparation and Processing of Requisitions	6
12. Inventory Levels	6
13. Documentation and Billing	7
14. Substitute Items	7
15. Pricing	7
16. Waiver of Regulatory Procedures	7
17. Manual Order Processing	9
18. Reestablishment of Warehousing Operations	9
19. Quality Control Services	9
Locations of GSA Supply Depots	10
Locations of GSA Self-service Stores	11-12
GSA Regional Offices and Addresses	Back Cover

CHAPTER 1

PREATTACK EMERGENCY OPERATIONS

1. GENERAL. Agencies should continue to submit their orders to GSA and Federal Supply Schedule contractors in the normal manner during the pre-attack period of a national defense emergency, except as modified in the instructions and procedures outlined in this chapter. Further guidance will be received from GSA when serious shortages or other developments require changes in supply methods or procedures. In case of U. S. involvement in an overseas conflict, Federal agencies could be operating under emergency operating conditions for a prolonged period of time. FSS emergency plans provide for inventory buildups, expedited deliveries from suppliers, and the execution of new supply contracts as required, as a means of satisfying the expected increase in requirements, particularly with respect to items supplied to military and defense related agencies (DOD, CIA, NASA, FAA, and AEC).

2. DEFINITIONS. As used in the handbook, Emergency Supply Support Operations, the following terms have the described meaning:

a. Defense Readiness Conditions (DEFCONS). Reference to the use of DEFCONS to trigger nonmilitary defense actions is made in OEP Circular 9410.1A. DEFCON 5 and 4 periods require only normal emergency planning preparations and most civil agencies are not notified when DEFCON 5 is changed to DEFCON 4. This means that primary emphasis is placed on activating emergency preparedness measures for stepped-up readiness during DEFCONS 3, 2, and 1. Although it is recognized that a surprise attack or rapid progression from a DEFCON 4 to an attack warning may not permit the accomplishment of certain of these measures it should be understood that the availability of communications in the preattack period will permit appropriate instructions to be issued.

b. Preattack. That period between the declaration of a national defense emergency and an attack upon the United States, or between the establishment of DEFCON 3 (or a DEFCON 4 under certain circumstances) and an attack upon the United States. Since certain emergency preparedness actions may not be practical or feasible during the early stages of a national emergency, the term "preattack" is used to indicate that period when the impact of international tension, limited war, or a general war, causes supply shortages, or otherwise results in stepped-up readiness actions. This period generally conforms to the period between DEFCON 3 and an air raid warning except in those cases when an agency is required to step-up its readiness in DEFCON 4.

Emergency Supply Support Operations

c. Attack. That period during which the United States is under attack. Such attack may involve either nuclear or conventional weapons.

d. Postattack. That period following an attack upon the United States.

e. Preposition. The storing of records, reserve supplies, equipment, and other administrative type items at or near a predetermined relocation site.

3. FEDSTRIP/MILSTRIP PRIORITY ORDERS. DOD Instruction 4410.6, subject: Uniform Materiel Movement and Issue Priority System (UMMIPS) authorizes use of a priority designator code which may be used either on manually prepared requisitions or through the Military Standard Requisitioning and Issue Procedures (MILSTRIP) to designate those orders which require expedited processing and delivery. The comparable FEDSTRIP procedures (CEFR 101-26.2) for use by civil agencies also make provision for the use of priority codes. GSA supply depots and annexes will give preference to priority coded requisitions in accordance with their priority sequence.

4. PREPOSITIONED STOCKS. FPMR 101-34.102 requires that agencies preposition a supply of GSA stocked items at their relocation sites sufficient to take care of the first 30 days of postattack requirements. Agencies should obtain address codes for each of their relocation sites involved in this stockage program and submit their requisitions to the GSA regional office normally servicing their requirements. Agencies should note any exception data shipping instructions on the requisition form or FEDSTRIP/MILSTRIP document. It is also recommended that agencies consider the feasibility of stocking up to a 90-day supply of essential items, normally purchased from commercial sources, as a safeguard against such sources being damaged or destroyed as the result of an attack upon the United States.

a. Requirements determination. The Office of Emergency Planning encourages agencies to preposition essential supplies at their relocation sites as a part of their normal relocation program. Such stockage will assure operating supplies in case of surprise attack, or rapid progression from a DEFCON 4 to an attack warning. It will also allow the necessary time for GSA to evaluate its surviving resources and adapt its distribution system to postattack operations. Agencies with a relocation program should therefore develop, prior to the pre-attack period, a listing by Federal stock number of office supplies and equipment and other administrative type items sufficient to take care of the first 30 days of their relocation site operations.

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b. Shipment from GSA stock. Requisitions for minimum operating requirements of items stocked by GSA should be submitted to the appropriate GSA regional office prior to the preattack period.

Emergency Supply Support Operations

Although it is preferable to request shipment before DEFCON 3 agencies may consider it advisable to submit a separate requisition for immediate shipment of items with no shelf life or with an extended (at least two years) shelf life, and a separate requisition covering items with less than a two year shelf life for shipment upon the establishment of DEFCON 3. GSA will hold such short shelf life requisitions in a suspense file for automatic DEFCON 3 shipment to the named destination without further direction from the ordering agency. If DEFCON 3 is by-passed, shipment will be made (time permitting) on DEFCON 2, or 1, or at such time as the ordering agency determines it advisable.

c. Return of requisitions or unused stocks. In the absence of instructions from the ordering activity, requisitions held for shipment upon a designated DEFCON period will be returned if such DEFCON is not declared within the period of one year from the date of the requisition. Agencies should keep their copy of such requisitions in a tickler file and notify the holding GSA region of any additions, deletions, or other changes necessary to update the requisition and maintain its current status. If prepositioned stocks purchased from GSA are not utilized through relocation site operations, agencies will be expected to utilize them through their normal agency supply operations. Such items as cannot be utilized in this manner will be considered for return to GSA supply depot stocks.

d. Representative supply items. Figure 1-4 provides a listing of approximately 175 items of office supplies which identify, by Federal stock number, the general type of items required for relocation site operations. This listing is not intended to serve as an example of austerity needs and agencies are responsible for restricting the types or varieties of items ordered from GSA for prepositioning at their relocation sites. Agencies should also assure that the necessary supplies and equipment are on hand at their relocation sites to accomplish their bomb damage analysis and assessment program.

5. LIAISON CONTACTS.

a. Upon declaration of DEFCON 3, FSS will automatically establish Central Office and regional FSS Logistics Control Centers (LCC) to provide 24-hour direction and control of agency requests for supply assistance and to coordinate expedited delivery of agency orders. The establishment of such centers does not change procedures under which agencies process their supply requisitions to the appropriate GSA regional office. Logistics Control Centers will be reestablished at Central Office and regional relocation sites to function during attack and postattack operations.

b. Under certain circumstances, 24-hour FSS service will be provided in GSA Central Office and field locations to service high priority requisitions prior to the establishment of a DEFCON 3.

Emergency Supply Support Operations

c. Telephone numbers for the Washington D.C. Central Office LCC are extensions 2583, 3504, 4201, or 4202 on Government code 183 or non-Government code 343. The area code for long distance calls is 202. The 24-hour FSS Emergency Control Center telephone numbers at GSA regional offices (as listed on back cover), are as follows:

Region City	Area Code FTS No.	Area Code Commercial No.
1 Boston	617-223-2791	617-223-2661
2 New York	212-264-8204	212-349-0400
3 Washington	202-963-7776	202-962-3354
4 Atlanta	404-526-5515	404-526-5637
5 Chicago	312-828-5513	312-261-3662
6 Kansas City	816-361-7315	816-361-7247
7 Ft. Worth	817-924-0302	817-335-5546
8 Denver	303-233-6371	303-233-8512
9 San Francisco	415-556-3508	415-556-6614
10 Auburn	206-833-8840	206-833-6500 (ask for Ext. 333)

d. Agency supply or mobilization planning officials should take action prior to the preattack period to designate a GSA supply liaison contact and an alternate, at both their Central Office and regional office or other field relocation sites. Names of Central Office and field office designees with title and office and home telephone numbers should be directed to:

General Services Administration
Federal Supply Service
FSS Defense Coordinator - FF
Washington, D.C. 20405

(1) Designated personnel should be familiar with the agency's emergency supply plans and should be in a position to take direct action in coordinating GSA supply support instructions within their agency.

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(2) Agencies are also requested to submit to each GSA regional office the names of their field office relocation site liaison contact, title and office and home phone number within the boundaries of such GSA region. See GSA regional map on back cover. The Central Office, FSS, will maintain the GSA headquarters listings on a current basis by periodic contacts with agency liaison representatives. GSA regional offices will follow similar procedures in the field. Certain agencies may find it necessary to designate liaison supply officers at the bureau level or state level, or in the case of military activities it may be necessary to specify liaison contacts at the using activity level. The primary objective is to limit the number of liaison officers to the minimum and whenever possible have only one designee and alternate to work with each GSA regional office.

Emergency Supply Support Operations

6. AGENCY SUPPLY REQUIREMENTS. Although GSA records will permit an analysis of past shipments to its customer agencies, GSA will require assistance in determining agency preattack and postattack supply requirements.

a. Preattack Requirements. In order for GSA to develop plans for meeting substantial increases in agency requirements for certain supply items, agencies should develop listings which will identify such items, for submission to GSA prior to the preattack period. These listings should identify by Federal stock number those supply items purchased from or through GSA which are expected to be required in substantially increased quantities; and the expected volume and percentage of increase over normal requirements. If it is not feasible to identify individual stock numbers, it is permissible to use the four digit Federal Supply Classification Class, or the two digit Group (when such Group is limited to a small number of Classes). The primary objective is for agencies to break down their requirements to the degree that GSA can alert appropriate suppliers of anticipated increases, arrange for increased quantities under present contracts, provide for increased GSA inventories, or develop data on additional sources of supply.

b. Postattack Requirements. It is not considered feasible for agencies to provide GSA with information on their expected postattack supply requirements until such time as Office of Emergency Planning provides further guidelines on postattack planning assumptions. When these guidelines are available GSA will issue appropriate instructions to agencies. If such guidelines are not available prior to an attack upon the United States, agencies should submit their requirements as they are determined, for processing by GSA in accordance with instructions contained in the Handbook, Emergency Supply Support Operations.

7. TRANSPORTATION. It is expected that the urgency of certain requirements in the preattack period will, in some cases, require the use of premium commercial transportation in order to meet required delivery dates. Such higher costs, where necessary, will be included in the billing to the customer agency.

8. WAIVER OF MANDATORY GSA REGULATIONS. If supply deficiencies develop during the preattack period which require waiver of GSA regulatory requirements, appropriate instructions will be provided to agencies. Chapter 2, paragraph 16 of this handbook provides policy guidance on the waiver of mandatory supply regulations in the postattack period.

Emergency Supply Support Operations

REPRESENTATIVE ITEMS OF ADMINISTRATIVE
SUPPLIES FOR RELOCATION SITE STOCKAGE

Available from GSA Stores Stock

<u>Federal Stock Number</u>	<u>Item</u>
4020-291-5897	Twine, Cotton, #24
4020-233-5994	Twine, Wrapping, 16 ply
4110-203-0537	Dispensers, Water drinking
4110-203-2706	Water coolers, electric
4140-203-3782	Fans, floor, 30" blade
4140-256-9913	Desk or Wall Type Fans, 16"
5110-223-6371	Shears, 8"
6135-542-6216	Battery, dry (Flashlight)
6230-163-1856	Flashlight
6230-299-7771	Desk lamps, swinging type
6260-161-4296	Candle, illuminating
6260-270-4060	Mantle, gasoline lantern
6260-837-0996	Lantern, gasoline
6645-514-3551	Clocks, wall, 15" dial
7105-285-6414	Stand, smoking
7105-269-8463	Chairs, folding w/o arms
7110-286-3799	Filing cabinets, letter size, 5 drawer
7110-286-3797	Filing cabinets, legal size, 5 drawer
7110-262-6662	Stands, office machine
7110-262-6663	Tables, office, 60x34"
7110-132-6651	Blackboards
	Bookcase, metal, gray:
7110-262-6673	Bases
7110-262-6649	Sections, 31x12x10
7110-262-6648	Sections, 31x12x12
7110-262-6650	Sections, 31x12x14
7110-262-6681	Top
7110-286-3796	Filing cabinet, legal, w/lock 5 drawer
7110-286-3798	Filing cabinet, letter, w/lock, 5 drawer
7110-205-0821	Cabinet for maps and plans
7110-264-5339	Chairs, straight, w/arms
7110-273-8781	Chairs, straight w/o arms
7110-273-8791	Chairs, typist
7110-273-8795	Chairs, adjustable, w/o arms
7110-273-8793	Chairs, adjustable, w/arms

Figure 1-4. Administrative Type Supply Items
(Part 1 of 5)

Emergency Supply Support Operations

<u>Federal</u> <u>Stock Number</u>	<u>Item</u>
	Desks:
7110-270-9840	Double pedestal, executive
7110-270-9838	Double pedestal, typist, left compart.
7110-270-4914	Double pedestal, typist, right compart.
7125-641-5436	Cabinets, storage, 4 shelves (knocked down)
7195-262-6647	Costumers, 4 hook, pedestal
7195-275-5825	Costumers, 12 hangers
7290-262-6657	Hanger, coat, wood
7350-290-0574	Cup, paper, drinking
7510-187-6489	Binders, looseleaf, letter size, 1"
7510-205-2312	Calendar, wall
7510-187-6497	Binders, looseleaf, letter size, 2"
7510-550-8448	Brushes, typewriter, paintbrush style
7510-550-8446	Brushes, typewriter, toothbrush style
7510-242-9093	Pads, calendar, executive, looseleaf
7510-242-9095	Pad, calendar, regular, looseleaf
7510-285-5995	Clips, binder, large
7510-282-8201	Clips, binder, small
7510-161-4240	Ink, stamp pad, red
7510-161-4292	Clips, paper
7510-162-4018	Correction fluid, stencil
7510-161-6211	Sponge cups, glass
7510-161-4222	Eradicator, ink
7510-634-5034	Erasers w/brush, pencil shape
7510-171-1123	Reinforcements, eyelet
7510-161-4284	Fasteners (Acco)
7510-161-4279	Fasteners, round head, 2"
7510-254-9054	Finger pad, rubber finger, size 11
7510-254-9055	Finger pad, rubber finger, size 12
7510-272-3044	Holder, binder labels, 2"
7510-281-5972	Holder, binder labels, 1"
7510-272-9237	Holder, desk tray labels
7510-233-0584	Ink, writing
7510-551-3214	Ink, stamp pad, black
7510-231-6531	Inking pad, stamp
7510-164-8865	Leads, pencil
7510-257-2576	Pads, typewriter, sponge-rubber
7510-285-4300	Pencils, blue
7510-264-4609	Pencils, red
7510-281-5234	Pencils, No. 2
7510-281-5235	Pencils, No. 3
7510-286-5753	Pencils, Stenographer, No. 2
7510-551-9813	Portfolios, plastic

Figure 1-4. Administrative Type Supply Items
(Part 2 of 5)

Emergency Supply Support Operations

7510-286-5784 Pencil assortment, colored
Ribbons, typewriter: manual or electric
For each separate brand in use

7510-252-7741 Bands, rubber, No. 16
7510-243-3438 Bands, rubber, No. 32
7510-161-6215 Ruler, wood
7510-286-6897 Scale, measuring (eraser guards)
7510-272-9662 Staples
7510-281-4448 Tab, index
7510-551-9816 Tape, 2592" roll, 3/4" Pressure sensitive
7510-551-9821 Tape, 1296" roll, 1/2" Pressure sensitive
7510-551-9822 Tape, 400" roll, 1/2" Pressure sensitive
7510-223-7044 Eraser, block type
7510-224-7242 Shield, erasing
7510-244-9145 Erasers, blackboard
7510-223-6706 Chalk, white
7510-527-1458 Cleaner, typewriter
7510-285-1745 "Bud" cleaner
7520-286-1730 Ball point pens
7520-281-5911 Baskets, waste paper
7520-281-5934 Rack, distributor, desk
7520-264-5479 Book ends
7520-234-6356 Box, index for 3x5 cards
7520-234-6354 Box, index for 5x8 cards
7520-281-5931 Cash box
7520-240-5755 Machine, numbering, 6 wheel, 8 movement
7520-254-4610 Clipboard file
7520-550-6501 Copy holders, typist
7520-286-1723 File, work organizer, alphabetical
7520-286-1724 File, work organizers, daily
7520-520-8847 Holder, telephone receiver
7520-171-1120 List finder, automatic
7520-240-4841 Openers, letter
7520-285-1801 Pads, desk blotter, 24"x38"
7520-164-8950 Pencils, mechanical 4" lead
Perforators:
7520-224-7589 2-hole
7520-163-2563 3-hole
7520-269-9008 Stamps, 1-1/2" size, dating
7520-162-6178 Sharpeners, pencil
7520-162-6153 Stands, calendar, executive
7520-162-6156 Stands, calendar, regular
7520-162-6177 Staple removers
7520-281-5895 Stapler machine

Figure 1-4. Administrative Type Supply Items
(Part 3 of 5)

Emergency Supply Support Operations

<u>Federal</u> <u>Stock Number</u>	<u>Item</u>
7520-232-6817	Trays, desk
7520-634-4675	Trimmers, paper, 15"x15"
7530-205-0739	Cards, library charge-out, 3x5
7530-285-1706	Cards, guide, alphabetical, file
7530-989-0683	Card set, guide, file, self tab, 1/3 cut
7530-577-4376	Label, file folder, Pressure sensitive, 3-1/2x1/2"
7530-198-5873	Envelopes, white, blank
7530-223-7939	Notebooks, Stenographer
7530-247-0318	Cards, index, ruled one side, white 3x5
7530-243-9437	Cards, index, ruled one side, white 5x8
7530-247-6069	Envelopes, Kraft, 9-1/2x12, blank
7530-286-6963	Envelopes, Kraft, 12x16, blank
7530-281-5939	Folders, file, letter size, 1/3 cut
7530-281-5940	Folders, file, legal size, 1/3 cut
7530-178-8405	Labels, gum, 1"x2-1/2", blank
	Pads, columnar, white or green:
7530-263-2782	4 columns
7530-290-3908	7 columns
7530-245-0398	13 columns
7530-263-2780	18 columns
7530-285-3090	Pad, writing, 3x5
7530-239-8479	Pad, writing, 3x8
7530-285-3083	Pad, white, ruled, 8x10-1/2
7530-619-8880	Pad, white paper, 27x34 (50 sheets)
7530-663-2734	Paper, blotting, 3x9-1/2"
7530-559-4340	Paper, blotting, brown, 24x38
7530-241-0660	Paper, bond, 8x10-1/2"
7530-281-3685	Paper, carbon, typewriter
7530-286-4339	Paper, looseleaf, ruled
7530-530-5329	Paper, manifold, 8x10-1/2
7530-550-7121	Paper, manifold, blue
7530-526-1462	Paper, manifold, green
7530-526-1461	Paper, manifold, pink
7530-550-7111	Paper, manifold, yellow
7530-285-3068	Mimeograph paper, white, 8x10-1/2
7530-254-8405	Paper, shorthand machine
7530-515-1246	Manifold and carbon paper set, blue
7530-663-2733	Manifold and carbon paper set, pink
7530-205-0510	Manifold and carbon paper set, green
7530-205-0513	Manifold and carbon paper set, yellow
7530-205-0512	Manifold and carbon paper set, white

Figure 1-4. Administrative Type Supply Items
(Part 4 of 5)

Emergency Supply Support Operations

Federal
Stock Number

7530-240-1567	Stencil, duplicating machine
7610-290-0453	Dictionary
7930-205-2875	Furniture polish, cream
8305-170-5063	Cheesecloth, unbleached, 36" wide
8460-248-3781	Brief case, 16"x14"
8460-298-6900	Portfolio, 2-1/2" expansion with handle
8460-847-4802	Case, dispatch, 17-5/8x12x4"
8465-205-0441	Bag, mail distribution
9905-286-7021	Sign, open-closed, file cabinets or safes
9920-286-8599	Tray, ash, amber glass, 6"
9920-682-6757	Tray, ash, 2-piece aluminum
9920-286-8600	Tray, ash, clear glass, 4-1/2"

Miscellaneous Items Available from
Federal Supply Schedules Under Various Federal Stock Numbers

Adding machines
Calculators
Duplicating masters (offset duplicating paper plates)

Envelope Opening Machine
Envelopes, penalty, white
Envelopes, penalty, Kraft, 9-1/2x12-1/2
Envelopes, penalty, Kraft, 12x16
Machine, date stamp, electric
Safe (sizes according to need)
Typewriter, electric
Typewriter, manual, assorted sizes
Security Stamps (Top Secret, Secret, etc.)

Figure 1-4. Administrative Type Supply Items
(Part 5 of 5)

Emergency Supply Support Operations

CHAPTER 2

FSS SUPPLY SUPPORT UNDER RELOCATION SITE OPERATIONS

1. GENERAL

a. The capability of FSS for supplying the needs of Federal agencies in the postattack period will depend upon the damage suffered by production facilities and by GSA supply depots and other supply distribution outlets. Facilities not damaged by bombs may be unable to resume operations for extended periods of time due to fallout. If GSA cannot obtain supplies from new production, maximum reliance must be placed on sources of supply in being, including GSA stocks; industry stocks that can be obtained by priority orders or under delegated requisitioning authority; agency stocks that are excess to their needs in carrying out their emergency responsibilities; and available excess, surplus, or donated stocks.

b. The procedures prescribed below provide agency guidance for the processing of supply requisitions to GSA when operating from relocation sites. They are based on the assumption of a nuclear attack on the United States preceded by periods of DEFCON preparedness and followed by an indefinite period of general overseas warfare.

2. FSS EMERGENCY PLANNING. FSS emergency preparedness planning includes emergency provisions for handling agency orders for supplies and supply assistance under preattack and postattack operations. Primary emphasis is placed on procedures for supply support during postattack operations since the probable lack of communications and Central Office direction and coordination during this period will require maximum reliance on delegations of authority to field offices, decentralized operations, modifications of existing procedures, and prepositioned operating instructions.

3. COMMUNICATIONS. One of the major unknowns with a direct bearing on GSA supply effectiveness is the extent to which communications will be available for transmission of agency supply needs to FSS relocation facilities. GSA's Transportation and Communications Service is responsible for establishing a system for communications on a national scale. It is expected that this system will provide a complete network connecting agency relocation sites, with provision for connections with major GSA supply depots, or the establishment of such connections on short notice during DEFCON periods. This system will, at a minimum, provide teletype-writer service for the transmission of agency supply needs.

Emergency Supply Support Operations

4. IDENTIFICATION OF REQUIREMENTS

a. Emergency operations requirements for items normally obtained from or through GSA should be determined by each agency as promptly as possible after an attack upon the United States and submitted to the appropriate GSA relocation site (see paragraph 9, below). Such items should be identified separately for programs which have a top urgency priority, as identified in paragraph 5 of OEP's DMO 8500.1A, and every effort should be made to submit requirements as far in advance of actual need as is possible.

b. GSA must also be notified of requirements for items which are normally purchased by agencies from other than GSA sources in order that Government-wide needs can be coordinated and necessary controls exercised. GSA will effect emergency procurements to the degree possible from existing supply sources, with due consideration to the importance of such procurements for defense or survival needs (see par. 10, below). As soon as existing supply sources and capabilities are evaluated and a determination can be made as to the feasibility of individual agency procurements, GSA will issue clarifying directions or instructions (see paragraph 5, below).

5. AGENCY PROCUREMENT. Pursuant to the provisions of Code of Emergency Federal Regulations (CEFR) 101-34.203, agency procurement of personal property and nonpersonal services shall be subject to GSA control as set forth in a and b, below, except for procurement by military agencies of items which are not covered by DOD/GSA supply support agreements. (Also see OEP Circular 8500.4A, Page 32, Appendix A, May 1, 1965).

a. During the period of an initial attack upon the United States and during the period thereafter, until communications can be established with a GSA regional office (see listing on back cover), the GSA Central Office, or a GSA relocation site, all executive agencies are authorized to procure any item of personal property or nonpersonal services from sources other than GSA as may be needed to meet current requirements for continuation of essential activities.

Emergency Supply Support Operations

b. To conserve what may be limited inventories, and to assure that existing supplies and production are distributed to the most essential activities, GSA will procure and issue or contract for all such items as soon as supply capabilities can be established. As conditions change following the initial attack, procedures concerning the procurement and supply of agency requirements will be reviewed and such adjustments made as are deemed necessary or desirable under existing conditions. As soon as possible after the initial attack, agencies should contact the GSA regional office normally supplying their requirements, the GSA Central Office, or a GSA relocation site, for current instructions on obtaining their supply needs.

6. DAMAGE ASSESSMENT. The GSA Central Office relocation site will receive bomb assessment damage reports from the OEP National Resource Evaluation Center and evaluate surviving industry and GSA resources to determine existing supply capability. Agency headquarters and field liaison points will be advised of GSA supply support capabilities as quickly as possible, and of any changes in prepositioned instructions and guidelines for processing orders for agency supply requirements.

7. TRANSPORTATION AND DELIVERY.

a. GSA's land transportation plan will be placed into effect as soon as fallout conditions permit and will provide shuttle service between agency headquarters relocation sites and also between agency field relocation sites within GSA regions. Scheduled trips will provide transportation for personnel, and space permitting, for small packages. In the absence of communications between agency relocation sites and the GSA Central Office relocation site, agencies can use the shuttle service to send supply requisitions. Such usage, however, depends upon the degree to which the Post Office Department can provide regular mail service between relocation sites.

b. GSA is also planning to disperse Government-owned vehicles, to the extent possible, to nontarget areas upon notification to abandon Central Office operations and operate from relocation sites. Under this plan it may be possible to have a minimum number of trucks prepositioned at GSA supply depots, annexes, and relocation points, to assure some degree of delivery capability in those areas where commercial vehicles are not available. The use of commercial vehicles may involve the payment of premium costs which will be included in the billing to the customer agency.

Emergency Supply Support Operations

8. STOCK AVAILABILITY Approved For Release 2002/06/04 : CIA-RDP78-04789A000100030091-4
ability records during postattack periods and will determine from which source (GSA supply depots, annexes, or other inventory holding points) agency orders can be filled. In cases where regional distribution outlets are destroyed or otherwise incapacitated, the relocation site will attempt to obtain priority requirements from adjacent GSA regions or other sources. It is expected that GSA will be given authority to requisition needed supplies from private sources and such authority will be used in accordance with OEP policy guidance and direction in those cases when supplies "in being" are not adequate or when stocks cannot be obtained from industry sources by application of DO ratings or higher rating authority under the BDSA Defense Materials System.

9. HOW TO TRANSMIT ORDERS.

a. When communications permit, agencies should submit their orders for GSA stocks to the appropriate GSA relocation site by mail, GSA shuttle service (to operate between agency relocation sites in the postattack period), teletypewriter, or telephone. If communications do not permit contact with the relocation site, orders requiring delivery within five days may be transmitted directly to the nearest GSA supply depot which can be contacted by transceiver, teletypewriter, telephone, or by sending their own vehicle for while-you-wait service. Listings of GSA supply depots and annexes, and of GSA self-service stores are included on pages 10 thru 12, and GSA regional offices are shown on the back cover of this handbook. Orders which specify longer than five-day delivery service should be sent by the previously indicated Post Office mail delivery or GSA shuttle service to the appropriate GSA relocation site.

b. Telephone and TWX numbers for GSA relocation sites are as follows:

<u>GSA Region</u>	<u>Telephone Numbers</u>		<u>Commercial Teletype</u>
	<u>Commercial</u>	<u>FTS</u>	<u>TWX Number</u>
Region 1	617 495-5392	None	617 495-2222
Region 2	201 359-8201	None	201 420-2246
Region 3	703 392-3101	None	703 392-5598
Region 4	404 548-5641	404 548-5641	404 548-6176
Region 5	812 284-2066	None	815 288-1290
	812 288-3361		
Region 6	417 451-4671	None	417 781-0202
Region 7	817 905-5005	214 748-5611	817 965-4110
Region 8	303 443-3532	303 447-3341	303 443-5600
Region 9	408 373-4789	None	408 337-7346
Region 10	206 833-6500	206 833-6500	206 995-1703
Central Office	703 261-6250	301 597-3210	703 342-5740

Emergency Supply Support Operations

10. PRIORITY ORDERS. Although orders from agencies will be accepted in any format in the immediate postattack period those agencies following FEDSTRIP/MILSTRIP procedures should submit their orders in the FEDSTRIP/MILSTRIP format. Orders will be processed by GSA in accordance with their FEDSTRIP/MILSTRIP priority sequence in all cases where the item is in ample supply. Items which are in short supply will be allocated to agencies in accordance with the priority programs identified in paragraph 5 of the Office of Emergency Planning DMO 8500.1A (see CEFR 101-34.206). Guidance or direction will be obtained from OEP in determining the specific priority of agency programs.

a. MILSTRIP. Specific criteria for assignment of MILSTRIP priority codes by military activities is contained in the Uniform Materiel Movement Issue Priority System (DOD Instruction 4410.6, August 20, 1964).

b. FEDSTRIP. FEDSTRIP priority codes for use by civil agencies in the postattack period will be limited to the use of priority codes 03, 08, 15, and 20. Priority delivery dates, from the date of the requisition to receipt of material, for these codes are as follows: 03 = 5 days; 08 = 8 days; 15 = 20 days; and 20 = 30 days. Civil agency activities not under FEDSTRIP should specify delivery dates which are in line with FEDSTRIP priority code delivery allowances. The use of priority codes by all civil agency activities in the postattack period should be based on one of the following criteria;

(1) Priority 03. The required item is in support of a priority program identified in paragraph 5 of the Office of Emergency Planning DMO 8500.1A, and failure to receive the required supplies by the requested delivery date will result in cessation of the project or an important phase thereof.

(2) Priority 08. The required item is in support of a priority program identified in paragraph 5 of DMO 8500.1A, and failure to receive the required supplies by the requested delivery date will seriously impede accomplishment of the project by its scheduled completion date.

(3) Priority 15. The item is required in support of an agency or defense program and there is a somewhat more urgent delivery requirement than for a routine stock replenishment.

(4) Priority 20. Normal stock replenishment orders, or program requirements for which delivery schedules do not justify a higher priority code.

Emergency Supply Support Operations

11. PREPARATION AND PROCESSING OF REQUISITIONS.

a. Civil Agencies. Civil agencies will utilize the modified criteria established in paragraph 10b, above, of this chapter to identify the priority of need. Requisitions for items which are available in sufficient quantity will be processed by GSA in accordance with the FEDSTRIP priority code unless otherwise directed by the Office of Emergency Planning.

b. Military Agencies. It is assumed that military activities will utilize either the present criteria specified in the Uniform Materiel Movement Issue Priority System or modifications of such criteria designed to meet their supply needs during the postattack period. GSA will process shipments of available material in accordance with MILSTRIP priority requirements, unless otherwise directed by the Office of Emergency Planning.

c. Postattack Instructions. As soon as the necessary postattack damage assessments and resource evaluations can be completed, and as permitted by existing communications media, GSA will issue further instructions on order processing procedures, designed to meet the needs of existing conditions.

12. INVENTORY LEVELS. Specific instructions on postattack inventory levels cannot be provided until after GSA stocks, other sources of supply, and damage to new production facilities have been evaluated. Based upon reports from OEP's National Resources Evaluation Center and from GSA regional office personnel, information should be available within two weeks after an attack upon the United States, which will provide a general analysis of supply availability.

Specific information on individual supply item availability may not be available for several weeks thereafter. Emergency orders from agencies during the first 30 days after the beginning of relocation site operations should, therefore, be limited to requirements for immediate needs. No more than a two-month inventory of office supplies or other administrative use items should be ordered from GSA or other sources of supply until further instructions are received from GSA Central Office or regional officials, except in those cases where the item is peculiar to the requirements of the ordering activity.

Emergency Supply Support Operations

13. DOCUMENTATION AND BILLING. To the extent possible, all issue transactions from GSA controlled stocks will be documented in accordance with normal supply distribution procedures. When required by changing conditions, such as breakdown of power supply and communications, procedures will be revised to provide minimum documentation, consistent with expeditious supply support to customer agencies. GSA's postattack emergency plans provide for GSA supply depots to convert, as necessary, to manual order processing (see paragraph 17, below). Simplified billing procedures will be based on emergency financial plans which are expected to be published in the Emergency Federal Register, or which will be developed as required by existing conditions.

14. SUBSTITUTE ITEMS. Depending upon the availability of supplies and requested delivery dates, GSA may be forced to ship substitute items to a substantial degree in the postattack period. Substitute items will be reviewed by GSA quality control personnel to determine minimum quality and serviceability requirements necessary to fill emergency operating needs. Substitute items will not be shipped except in those cases where the requested item is not available from any source, or where it has to be obtained from sources outside the region servicing the ordering activity and cannot be shipped in time to meet the requested delivery date. When required by limited production facilities, GSA may limit the number of available types or sizes of certain products in order to satisfy minimum agency needs. Agencies are expected to cooperate in the acceptance of substitute items unless they do not meet technical use requirements.

15. PRICING. The latest issue of the pertinent GSA stock catalog will be used for pricing issues unless subsequent instructions have been issued by GSA Central or regional offices or their relocation sites. It is expected that price adjustments will be necessary to a substantial degree in the immediate postattack period. Nonstock items will be billed on the basis of the purchased price for the items, plus any transportation costs charged to GSA for movement of goods to destination.

16. WAIVER OF REGULATORY PROCEDURES. CEFR 101-34.203 provides that agencies should follow GSA regulations so far as is practical, but that deviations may be made to the extent necessary for an agency to obtain those supply items required in carrying out its emergency functions. Specific areas where deviations from FPMR requirements may become necessary include:

- a. Agency Use of Federal Specifications and Standards. Emergency purchase specifications will be permitted when necessary to obtain required supplies. Provision has also been made for GSA regional offices to assign regional stock numbers to new items for later conversion to Federal stock numbers.

Emergency Supply Support Operations

b. Presently Prescribed Economic Order Quantity Procedures (FPMR 101-27.1). Par. 12, above, should be followed until such time as instructions are received from GSA regarding reestablishment of EOQ procedures.

c. Established Sources of Supply. Mandatory requirements for use of Federal Supply Schedule contracts will become meaningless in those cases where such suppliers cannot meet required delivery dates. These suppliers will, however, constitute a primary source of supply during postattack operations and will be used to the extent possible. GSA will establish other sources of supply as rapidly as possible in those cases where Schedule contractors' plants are damaged or converted to the production of war materiel. In some conversion cases new supply sources may be established in the preattack period.

d. Procurement of Standard and Optional Forms from GSA. Agencies will be permitted to reproduce their own requirements of standard and optional forms in the postattack period in all areas where GSA does not have a supply capability. Clearances received from the Bureau of the Budget and the Joint Committee on Printing indicate their concurrence in this necessity and their modification of BOB Circular A-17 and paragraph 24 of the Printing and Binding Regulations to permit such reproduction. Due care should be exercised in reproducing the latest edition of a form, and it is recommended that all agencies maintain a current copy of the GSA Standard and Optional Forms Facsimile Handbook at their relocation sites to enable identification of usable editions.

e. Cataloging.

(1) In the absence of cataloging services by the GSA Central Office, agencies that have converted to the use of Federal stock numbers are authorized to assign local stock numbers in the following format: The first four characters shall represent the FSC number; the next three characters shall indicate the agency cataloging activity code, plus the letter E; the last four characters shall be the locally assigned serial number beginning with 0001 in each FSC number. Within 30 days after resumption of cataloging services by the GSA Central Office, agencies shall submit data on all agency numbers assigned.

(2) Agencies that have not converted to the use of Federal stock numbers shall utilize known Federal stock numbers to the extent possible in ordering from Government sources of supply. If the Federal stock number cannot be identified, the agency should follow peacetime cataloging procedures in use by their agency for procurement from both Government and non-Government sources.

Emergency Supply Support Operations

17. MANUAL ORDER PROCESSING. FSS emergency preparedness planning includes provisions for the establishment of a postattack manual order processing system when GSA distribution outlets do not have a machine capability. Under the proposed manual system, agencies may submit requisitions on FEDSTRIP/MILSTRIP Forms, or by the use of any other written means, as well as by telephone or teletypewriter, where such service is available. GSA Form 547A, Invoice-Shipping Voucher (5 part), will be used to process orders under the manual system and one copy will be used as a packing list. Where GSA vehicles are used for delivery, an additional copy will be used as a shipping manifest in place of the Government Bill of Lading. The system will not provide for acknowledgment of all orders received or for detailed followup information to the extent available under machine operations. A control register clerk, however, will be able to provide information to agencies on the status of delayed orders. To the extent feasible, GSA will advise agencies when ordered items will not be shipped because of nonavailability or other reasons.

18. REESTABLISHMENT OF WAREHOUSING OPERATIONS. Actions are being taken by GSA prior to the preattack period to survey and identify potential warehouses in nontarget locations for use as alternate FSS supply distribution outlets. Procedures are under consideration for moving stocks of certain critical items from present depots to these alternate sites in the immediate preattack period, when such period is determinable and when time permits. In the postattack period alternate sites will be used for storage and issue of undamaged stocks transferred from depots which are inoperable, or for stocks received from new production or other sources. Agencies will be advised of the location of alternate distribution outlets in subsequent revisions of this handbook, or as otherwise appropriate.

19. QUALITY CONTROL SERVICES. To the extent permitted by available personnel, FSS regional offices will provide quality control and contract administration services to assure compliance with contractual requirements, and to assist other agencies in meeting quality control problems. In addition, they will develop emergency purchase descriptions and standards for GSA procurements; identify usable supplies available from excess, donated stocks, requisitioned stocks, surplus stocks, or other sources; and assist in locating production and transportation facilities.

Emergency Supply Support Operations

FEDERAL SUPPLY SERVICE

Detailed Locations--GSA Supply Depots and Annexes

(Includes only those stocking a variety of office supplies)

Region 1

Bldg. 58, Naval Ammunition Depot
295 Lincoln Street
Hingham, Mass. 02043
Tel. 617-223-2321

Region 2

Bldg. 2, Route 206
Belle Mead, New Jersey 08502
Tel. 201-359-3144

Bldg. 246, Raritan Arsenal
Woodbridge Avenue
Metuchen, New Jersey 08841
Tel. 201-548-3354

Bldg. 54, Military Ocean Terminal (MOT)
32nd at E Street
Bayonne, New Jersey 07002
Tel. 201-858-7460

Region 3

Bldg. A, Off Loisdale Road
Franconia, Virginia 22310
Tel. 703-971-4400

Whse. 3, Hampton Roads Army Terminal
7737 Hampton Boulevard
Norfolk, Virginia 23505
Tel. 703-627-216

Region 4

2110 Lawrence Avenue
East Point, Georgia 30044
Tel. 404-761-0614

Bldg. 3, Garden City Terminal
Off Hwy. 17 at Georgia
Savannah, Georgia 31408
Tel. 912-232-7139

Region 5

Bldg. 31, Curtis Dr. between
London West County Road 58 and
Arnold Township Road 61
Shelby, Ohio 44875
Tel. 216-241-7900 and ask for
Shelby 3-2931

7400 South Pulaski Road
Chicago, Illinois 60629
Tel. 312-581-1993

Region 6

1500 East Bannister Road
Kansas City, Missouri 64131
Tel. 816-361-0860

Region 7

Bldg. 2, Federal Center
Felix and Hemphill Streets
Fort Worth, Texas 76115
Tel. 817-334-3011

GSA Harahan Depot (LTD)
500 Edwards Avenue, Box 23177
Harahan, Louisiana 70213
Tel. 504-733-7912

Region 8

Bldg. 810, Denver Federal Center
Sixth Avenue and Kipling Street
Denver, Colorado 80225
Tel. 303-233-6848

1600-12th Street, NW
Albuquerque, New Mexico 87104
Tel. 505-247-0311

Bldg. C7, Federal Depot
3/4 mile west of U. S. 91 on
State House Highway 109
Clearfield, Utah 84111
Tel. 801-825-7885

Region 9

1070 San Mateo Avenue
So. San Francisco, Calif. 94112
Tel. 415-761-1205

Off Charter Way
Rough and Ready Island
Stockton, California 95205
Tel. 209-466-6031

Bldg. 1, 5555 Eastern Avenue
Bell, California 90202
Tel. 213-268-9305

Region 10

Railroad Avenue and Guiney Street
Auburn, Washington 98002
Tel. 206-833-5303

GSA SELF-SERVICE STORES

Region 1

John F. Kennedy Federal Bldg.
Government Center
Boston, Massachusetts 02203

Region 2

346 Broadway
New York, New York 10013

U.S. Post Office and Courthouse
9th and Chestnut Streets
Philadelphia, Pa. 19107

1000 Liberty Avenue
Pittsburgh, Pennsylvania 15222

General Services Administration
Former U.S. Naval Radio Station
(Martin Pena)
San Juan, Puerto Rico 00904

Region 3

Lafayette Building, Room 116
811 Vermont Avenue, NW.
Washington, D.C. 20416

General Services
Regional Office Bldg., Rm. 1620
7th and D Streets, SW.
Washington, D.C. 20407

GSA Bldg., Rm. B-140
18th and F Streets, NW.
Washington, D.C. 20405

Navy Department Bldg., Rm. B-111
Const. Ave. & 18th St., NW.
Washington, D.C. 20360

State Department Bldg., Rm. 3424
2201 C Street, NW.
Washington, D.C. 20520

Region 3 cont'd

Bldg. 113 (Naval Weapons Plant)
8th & M Streets, SE.
Washington, D.C. 20390

Federal Office Building No. 9
19th St. & Virginia Avenue, NW.
Washington, D.C. 20415

Federal Office Building No. 2
Room G-628, Columbia Pike
Arlington, Virginia 20370

Room G-504
400 N. 8th Street
Richmond, Virginia 23240

Federal Building 10A
800 Independence Avenue, SW.
Washington, D.C. 20553

Commerce Building, Room B-511
14th St. and Const. Avenue, NW.
Washington, D.C. 20230

1800 G Street, NW., Room 833
Washington, D.C. 20006

GAO Building, 441 G Street, NW.
Washington, D.C. 20548

IRS Building, Room G-104
12th and Constitution Avenue, NW.
Washington, D.C. 20224

Room 653 - Dept. HEW North Bldg.
4th and C Streets, SW.
Washington, D.C. 20201

Region 4

40 Seventh Street, NE.
Atlanta, Georgia 30308

51 Southwest First Avenue
Miami, Florida 33130

Building No. C-7
Federal Depot
Clearfield, Utah 84015

Region 5

536 South Clark Street
Chicago, Illinois 60605

517 Gold Avenue, SW.
Albuquerque, New Mexico 87101

1242 West Third Street
Cleveland, Ohio 44113

Region 9

300 North Los Angeles Street
Los Angeles, California 90012

550 Main Street
Cincinnati, Ohio 45202

Building T-3069
Hickam Air Force Base
Honolulu, Hawaii 96824

Region 6

9700 Page Boulevard
St. Louis, Missouri 63132

200 North Douglas Street
El Segundo, California 90045

1520 Market Street
St. Louis, Missouri 63103

450 Golden Gate Avenue
San Francisco, California 94102

110 South Fourth Street
Minneapolis, Minnesota 55401

215 North 17th Street
Omaha, Nebraska 80202

Room B-10
601 East 12th Street
Kansas City, Missouri 64106

Region 7

1114 Commerce Street
Dallas, Texas 75202

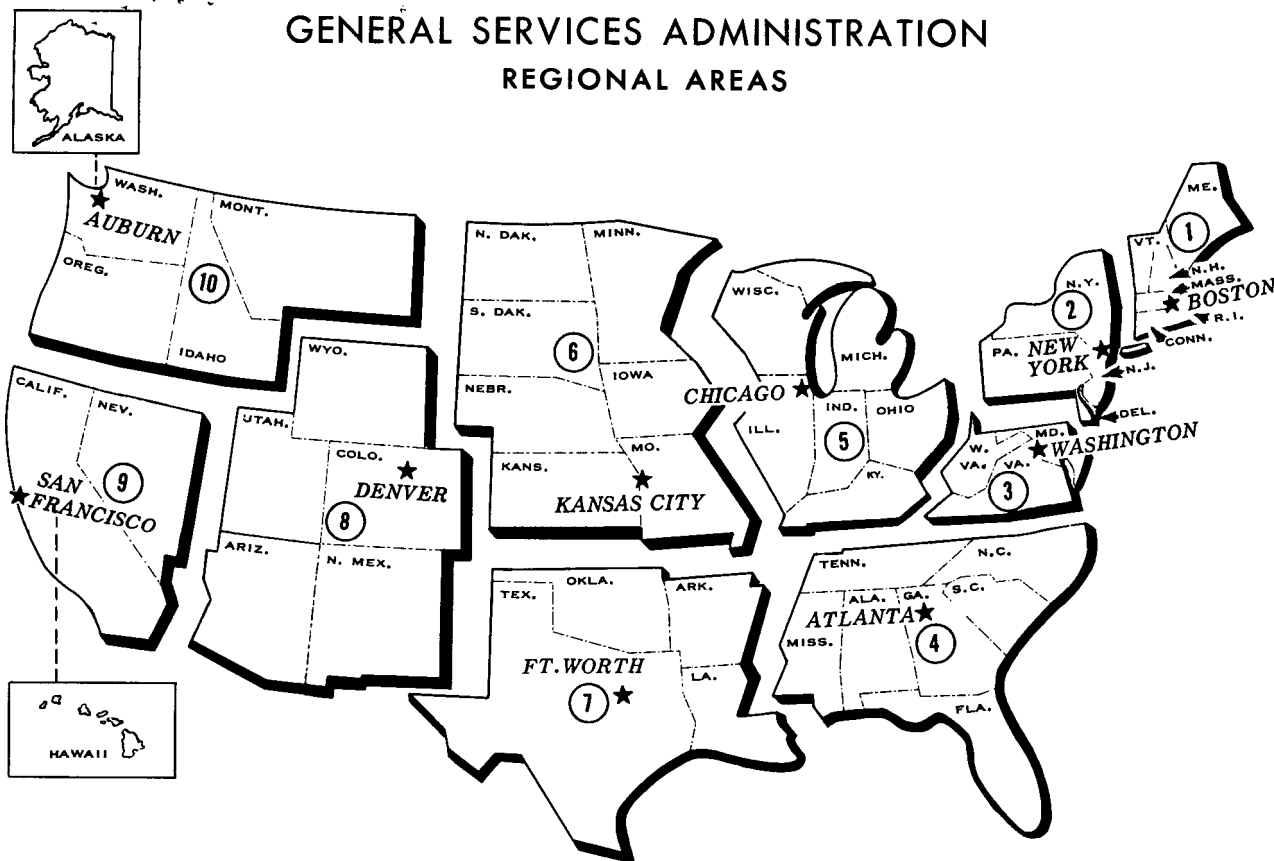
Room B-302, 700 W. Capitol
Little Rock, Arkansas 72201

Room B-22-A
600 South Street
New Orleans, Louisiana 70150

San Jacinto & East Eighth St.
Austin, Texas 78701

819 Taylor Street
Fort Worth, Texas 76102

GENERAL SERVICES ADMINISTRATION REGIONAL AREAS



ATLANTA--1776 Peachtree Road NW.,
Atlanta, Ga., 30309. Area Code 404,
526-5515. Cable address: Atlas.
Routing identifier: GAØ.

AUBURN--GSA Center, Auburn, Washington
98002. TEmple 3-6500 Ext. 333.
Cable address: Silver. Routing
identifier: GTØ.

BOSTON--Post Office and Court House,
Boston, Mass., 02109. Area Code
617, 223-2791. Cable address: Betty.
Routing identifier: GBØ.

CHICAGO--219 South Dearborn Street,
Chicago, Ill., 60604. Area Code 312,
828-5517. Cable address: Chippee.
Routing identifier: GCØ.

DENVER--Denver Federal Center, Bldg. 41,
Denver, Colo., 80225. Area Code 303,
233-3611, Ext. 6371. Cable address:
Peers. Routing identifier: GDØ.

FORT WORTH--819 Taylor Street, Fort Worth,
Texas, 76102. Area Code 817, 335-4211,
Ext. 5501. Cable address: Dooly.
Routing identifier: GFØ.

KANSAS CITY--1500 East Bannister Road,
Kansas City, Mo., 64131. Area Code
816, 361-7262. Cable address: Kippy.
Routing identifier: GKØ.

NEW YORK--30 Church St., New York, N. Y.
10007. Area Code 212, 264-8223, 8224.
Cable address: Nitrites. Routing
identifier: GNØ.

SAN FRANCISCO--49 Fourth St., San Francisco,
Calif., 94103. Area Code 415, 556-5493
for Domestic Routine and 415, 556-4376
for Export Transactions. Cable address:
Sugar. Routing identifier: GSØ.

WASHINGTON, D.C.--General Services Regional
Office Bldg., Washington, D.C. 20407,
Area Code 202, 962-3354; Gov. Code 13,
Ext. 23354. Cable address: Wilco.
Routing identifier: GWO.

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